



# Graduate Education and Research The Graduate School

## Graduate Assistantship Information Network Hiring Manager Registration Form

Effective Fall 2007, all graduate assistant nominations will be posted electronically. Hiring Managers must register to use the system before nominations can be posted for your department or program.

To register, please complete the form below and submit it for appropriate signatures. Signed forms should be sent to the Graduate School, SSB 310, CPO 68.

### User Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
EKU Email: \_\_\_\_\_  
Department/Program: \_\_\_\_\_  
College/Administrative Unit: \_\_\_\_\_

### Department Chair/Program Head

First Name \_\_\_\_\_ Last Name: \_\_\_\_\_  
Dept Chair/Program Head Email \_\_\_\_\_

### College Dean/Unit Head

First Name \_\_\_\_\_ Last Name: \_\_\_\_\_  
College Dean/Unit Head Email \_\_\_\_\_  
Department/Program ORG Code \_\_\_\_\_  
Are you registered as a hiring manager for another department/program?  Yes  No

### Approvals:

#### Department Chair/ Program Head

Department Chair/ Program Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### College Dean/Unit Head

College Dean/ Unit Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Graduate School Use Only:

Dept Code: \_\_\_\_\_ Unit Code: \_\_\_\_\_  
Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Return signed forms to the Graduate School, SSB 310, CPO 68. Please contact Nikki Kowalski at 622-1744 if you have any questions about this form.